

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 11-184**

**OPEN TO:** All interested candidates  
**TITLE:** AID Development Assistance Specialist  
**GRADE:** FSN-12 (Rs. 3,211,456 p.a. to Rs. 6,005,450 p.a.)  
**LOCATION:** ISLAMABAD

**OPENING DATE:** November 4, 2011  
**CLOSING DATE:** November 23, 2011  
**AGENCY:** USAID

**BRIEF DESCRIPTION OF DUTIES:** The Senior Health Advisor is a senior technical FSN and a key member of the USAID/Pakistan Health team. The Health Advisor is responsible for providing team leadership and vision; strategic and technical health sector analysis; and provide guidance and advice on the design, implementation, monitoring and reporting of USAID/Pakistan's Health portfolio. S/he plays a major role in developing programmatic strategies and approaches as well as managing partner program activities. The Senior Health Advisor is expected to ensure leadership, continuity and expert technical guidance on a wide-range of development and health sector issues and will provide day-to-day direction and oversight of design, procurement and management for a range of health development activities in the USAID/Pakistan Population, Health & Nutrition (HPN) Office. The Senior Health Advisor will be expected to provide particular technical leadership in the design of government-to-government and public-private partnership agreements and overall program monitoring and results reporting. The incumbent will serve as a leading senior resource to the Islamabad HPN Office in addition to providing strategic guidance to the three provincial offices. She/he will be expected to provide sharp analysis on an array of issues in a complex and fast-changing health sector and to translate this analysis into programmatic action. Strong writing and oral presentations are necessary. Strong results reporting skills will be essential in documenting and reporting on USAID's \$275 million health portfolio. The incumbent will need to master the entire health portfolio which includes (but is not limited to): programs in maternal/child health, health systems strengthening, reproductive health/family planning, water and sanitation, commodity support, and health facility construction and renovation. The Senior Health Advisor will also be expected to serve as program manager for anywhere from one to four activities totaling at least \$59 million per year. S/he plays a pivotal role in the design of new activities, the procurement of new programs, linking health systems work to improved service delivery, and the integration of health activities at the service delivery point. The Senior Health Advisor should have at least 10 years of managerial-level expertise in clinical care, public health, or public administration, have excellent interpersonal and networking skills, and possess deep knowledge or and contact within the Pakistani public health and civil society sectors.

**QUALIFICATIONS REQUIRED:**

**1) EDUCATION:** Master of Science in Public Health, Master of Public Health or Health Policy, or a Master of Public Administration is required.

**2) EXPERIENCE:** At least ten years of progressively responsible experience at senior professional or management levels in Government, NGOs, private sector, or another international donor/organization. Two years managerial responsibility with multiple staff reporting is highly desired. Senior level experience in policy and strategic development and program design for multi-sector development programs, is highly desired.

**3) LANGUAGE:** Level IV (Fluency-speaking/reading/writing) in English is required. Level IV (Fluency-speaking/reading/writing) in Urdu is required. Fluency in other regional languages is highly desirable.

**4) KNOWLEDGE:** In-depth professional-level knowledge of a broad range of issues about public health and development, especially development principles related to maternal and child health, nutrition, water and sanitation, health commodity support, health systems strengthening, family planning and reproductive health is required. In-depth knowledge of health sector and challenges in Pakistan is required. Comprehensive knowledge of the structure and governance issues of health sector in Pakistan, particularly devolution, is required. Knowledge of regulations and programming in the health sector must be demonstrated. The incumbent must have a detailed working knowledge of strategies, programs, and working methodologies of other donor agencies (bilateral and multilateral) in the health

sector in Pakistan. Knowledge of the structure and workings of the organization, including key agencies represented in Pakistan must be demonstrated.

**5) ABILITIES & SKILLS:** Expert technical abilities in the health sector are required. Strong leadership and interpersonal skills to work in a team setting to accomplish program goals are required. Ability to advise the Deputy Mission Director and HPN Office Director on Pakistani developments and issues across a wide range of health-related topics and their implications for the organization's programs is required. Ability to conceptualize and articulate health strategies, design health programs, and organize, analyze, and interpret health sector data is required. Ability to effectively and clearly communicate complicated policy, strategy, and program issues orally and in writing is required. Ability to write in a clear, concise, and well-organized way is required. Excellent interpersonal, coordination, and bureaucratic skills are required. Ability to coordinate successfully with all parts of the Mission, and with the counterparts, to advance health program interests is required. Ability to handle sensitive issues diplomatically, represent the organization authoritatively, and use good judgment in speaking on behalf of the organization in meetings with government, NGOs, and other donors and in conferences, seminars, workshops, etc., is required. Good organization management skills and experience contributing to very effective teamwork highly desirable.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.

2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: November 23, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.